SHEPTON BEAUCHAMP PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE SHEPTON BEAUCHAMP PARISH COUNCIL

Held on Monday 20th May 2024 at 7.30 pm
in the village hall, Middle Street, Shepton Beauchamp TA19 OLQ

Councillors present:	Cllr Nigel Wylie Carrick (Chairman)	Cllr David Bourn (Vice-Chairman)
	Cllr Angie Joy	Cllr Andrew Rowswell
	Cllr Ed Wakely	Cllr Tim England
	Cllr Nick Howard	Cllr Hugo Stearn
	Cllr Sally Burwood	

In attendance: Stella Davies (Clerk)

County Councillors in attendance: Somerset Cllr Adam Dance (arrived 8.00pm, left 8.20pm
Somerset Cllr Jo Roundell Greene sent her apologies

Report from Cllr Adam Dance

Cllr Dance had already sent a written report to the Parish Council. Cllr England said that a member of the public had mentioned to him that there were several blocked drains on Washcross Lane, which they had reported and now wanted to escalate this to Cllr Dance, who asked if they could forward the correspondence they had received to date from the Council, he would look at it. The Parish Council has a map of the drains, which Cllr Wylie Carrick will send to Cllr Dance. **Action – Cllr Wylie Carrick.**

Cllr Dance said he and Cllr Roundell Greene had been visiting houses in the area to see if there were any issues. He said that one of the issues that same up in this village was the entrance to the school and concerns that a child may run on to the road. Cllr Wylie Carrick said this issue had been raised to the Parish Council and that the School Governors had said they were now happy with the situation.

It had previously been thought that five of the recycling centres would be closing in Somerset, which is currently not happening. The Council are looking at this again over the next year.

The Council are buying Glovers Walk in Yeovil (the money is coming from the Government High Street Fund). This will bring a saving as they are currently paying rent on that area, which includes the bus station. The whole area would be demolished and potentially turned into a green space.

Ser Item

1062. Election of Chairperson and acceptance of office (Chairperson to sign a declaration accepting the office of Chairperson) (LGA 1972, s15)
Cllr Wylie Carrick was proposed by Cllr Joy and seconded by Cllr Wakely. This was agreed unanimously.
Resolved. Cllr Wylie Carrick was elected as Chairperson and signed the Declaration of Acceptance of Office, which was countersigned by the Proper Officer.

1063. Election of Vice-Chairman
Cllr Bourn was proposed by Cllr Wylie Carrick and seconded by Cllr Joy.
Resolved. Cllr Bourn was elected as Vice-Chairman.

1064. To receive apologies for absence and to approve the reasons given (LGA 1972, s85(1))
There were no apologies.

1065. Declarations of interest – Members to declare any interest, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord with the Localism Act s33 (b-e). (NB this does not preclude any later declarations)
There were no declarations of interest.

At this point the Chairman made two comments:

1. There is a new Good Councillor Guide which will be circulated to the Councillors.
Action – Parish Clerk

2. Councillor training – as Councillors if we are nominated to a specific responsibility, then training should be undertaken on that topic. Additionally, the other courses should be undertaken at least once within the 4-year cycle as Councillors in order to keep up to date with the current regulations.

1066. To approve as a correct record the minutes/decisions of the Parish Council Meeting held on Monday 15th April 2024 (LGA 1972, sch 12, para 41(1)).
Resolved. That the minutes of the Parish Council meeting held on Monday 15rh April be signed as correct.

1067. Planning Application 24/01011/HOU Clovelly, Robins Lane
Single storey rear and side extension with new fenestration to original gable end wall (revised application of 24/00238/HOU)
Resolved. That the revised application be approved as it was in keeping with the local surroundings.

1068. Approval of Internal Auditor Report
To receive and approve the Internal Audit Report for FY 2022/23
Resolved. That the Internal Audit Report be approved.

The additional report from the internal auditor was discussed. She had identified 2 risks (One medium and one low). These will both be rectified this financial year. **Action – Parish Clerk**

1069. Approval of Annual Governance Statement (Section 1 of the Governance and Accountability Return 22/23) **(Accounts & Audit Regulations 2015)**
Resolved. That the Annual Governance Statement be approved.

1070. Approval of Accounting Statement (Section 2 of the Annual Governance and Accountability Return 22/23) **(Accounts & Audit Regulations 2015)**
Resolved. That the Accounting Statement be approved.

1071. Consider if the Council can declare itself exempt or if a basic or intermediate review is required.
Resolved. That the Council cannot declare itself exempt and will need to undertake a basic review.

1072. Approve the period for the exercise of public rights as Monday 17th June 2024 – Friday 26th July 2024 (30 working days)
Resolved. That the period for the exercise of public rights is approved.

1073. Insurance
To review the insurance renewal and resolve whether to include cover for debt recovery (an additional £35 plus insurance premium) or contract disputes (an additional £17.50 plus insurance premium) which are no longer included as part of the policy
Resolved. It was unanimously agreed that we include cover for contract disputes as part of the policy.

1074. Action Plan v6
To review and re-adopt the action plan

Cllr Stearn said that he found it difficult to link the Action Plan with the Aims and Objectives set by the Council. He also said that our objectives were not SMART and they should be. He proposed that a small sub-group be set up to look at the Aims, Objectives and Action Plan and come back to the council with a set of priorities.

Resolved. It was proposed by Cllr Stearn and seconded by Cllr Rowswell that a sub-group be set up to look at this, comprising Cllr Stearn, Cllr Rowswell and Cllr Howard, to bring a draft document back to the June or July meeting. This was approved unanimously.

1075. Policies

To resolve to approve and re-adopt the following policies:
Operational - Standing Orders v4; Complaints procedure v2;
Document Retention Policy v2 (**amended**)
Financial – Financial Regulations v2; Grant Awarding Policy v1
Communications – Information & Data Protection Policy v4;
Privacy Notice v1; Policy on recording of council meetings v2
People – Disciplinary Policy v1; Equality & Diversity Policy v1;
Grievance Policy v1; Health & Safety Policy Statement v1;
Training & Development Policy v1
Note for info - the LGA model councillor code of conduct v1 and the Dignity at work policy v1 remain as is until changed at county level
Resolved. That the above policies be approved and re-adopted.

Cllr Stearn asked if there was an Induction Policy in place as he thought there should be. It would be useful to have a local induction (e.g. meeting with Chairman and other councillors, overview of local issues, different village groups, structure of Council meetings) as well as attending SALC courses. It was suggested that an Induction Policy be drawn up. It was unanimously thought that this was a good idea. The Clerk is to write one. **Action – Parish Clerk**

1076. Recreation Field TOR

To appoint a chair for the next year and to resolve if the composition of the committee in version 3 should be changed.
Resolved. Cllr England was appointed as Chair of the Recreation Field Committee (nominated by Cllr Bourn and seconded by Cllr Rowswell). The composition of the Committee should remain as it is.

1077. Finance

To review the two Bank Reconciliations as at 30th April 2024 (previously circulated).
To approve the schedule of payments totalling £42,835.60 (previously circulated)

Resolved. The Bank Reconciliation as at 30th April was approved and signed as correct by a non-cheque signatory. The payments were approved.

1078. Grant Application – PCC of Shepton Beauchamp

To review the grant application received from St Michael's Church and resolve whether to give a grant of £1,600
Resolved. The grant application of £1,600 was approved unanimously.

1079. Social Media presence

To discuss the Council's social media presence and resolve what action should be taken.

Cllr England said he had attended the SALC social media skills course and he felt we could have a better media presence. It was thought that Facebook was a good platform, but this would need to be updated at least once a week. The recommendation was that we should allow discussion in order to get feedback. Cllr England said he would be able to set up a Facebook page and Cllr Howard and Cllr Joy said they would be willing to help with the admin and moderation.
Resolved. That the Council should set up a Parish Council Facebook page.
Action – Cllr England; Cllr Howard; Cllr Joy

1080. Allocation of Councillor Responsibilities

Planning
Highways
Lethbridge Recreational Ground Committee
Ranger

Environment & Trees
Allotments
Cowleaze
Footpaths
SID
Parish Online
Communications/publicity
Emergency Contact

Unresolved. This will be carried over to the June council meeting

Meeting closed: 9.25 pm